

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Staff Study, Employee Identification Records

1. This Office concurs in the recommendations of the subject staff study with the following suggestions:

a. It is considered that from the security viewpoint, the shifting of the "off-duty" hours function to the Security Office does not resolve a basic factor which continues to provide problems. Whatever system of handling such data is put into effect, it will always be necessary to police the system continuously so that changes are promptly transmitted into the card system. In this connection it is assumed that, in reference to paragraph 2b, Annex III, responsibility for reporting changes of information must be placed on the individual employee as well as the administrative officer. In accordance with informal discussions between representatives of this Office and Messrs. [REDACTED] it is suggested that consideration be given to establishment of a standard procedure for reporting changes from overt to covert status, and vice versa by memorandum.

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b. With respect to Recommendation d., the CIA Watch Officer should be instructed to obtain information regarding Agency officials and key employees during "off-duty" hours from the night Security Officer.

c. The Office of Personnel will furnish a list of 25, or more, selected names of secretaries to the Chief Telephone Operator.

d. It is recommended that arrangements be made with the Machine Records Division, Office of Comptroller, to furnish the Office of Personnel with a copy of the Form 37-6 at the same time as copies of the form are distributed to the Security Office and the CIA Watch Officer. This copy of the Form 37-6, which should be similar to the one transmitted to the component Administrative Officer will be filed in the Official Personnel Folder for reference to the home address and telephone number of the employee.

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NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED BY TS S C

Auth: [REDACTED]

Date: 23 Feb 78 By: [REDACTED]

George E. Meloon  
Deputy Assistant Director  
for Personnel

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